



DOT-Engineering Aide I

Characteristics of Work

This is the entry-level occupational class for the engineering aide job series. Incumbents are primarily engaged in assisting engineering technicians and professional engineers through performance of duties which are mainly in the functional areas of testing, projects, traffic control and safety, field work, and transportation planning. The work requires strict compliance with set operating procedures, close supervision by engineering technicians and/or professional engineers, and limited decision making; physical labor is required.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Performs basic testing procedures under supervision, and assists in preparation of samples for testing.

Compiles accident diagrams; may make minor sign inventories.

Records speed data information and assists in speed studies.

Performs survey duties as brush cutter, stake person, tape person and rear chain person.

Measures and records simple distances, materials, and the temperature of materials; performs simple computations.

Makes simple sketches from field notes.

Lifts hourly traffic recorders weighing 100 lbs.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Assists engineering technicians and professional engineers.
2. Performs manual field work.
3. Performs general office duties, including completing forms, photocopying, and recording data.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience,

demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Motor Coordination: While performing the duties of this job the incumbent is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit; climb or balance.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.